

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0476886
POSITION NO: 943927
CLASS CODE: 1364

Date Posted: 08/13/12
Closing Date: 08/27/12

POSITION TITLE: OFFICE ASSISTANT
DEPARTMENT NAME: EMERGENCY MEDICAL SERVICE
DEPARTMENT NO: 47 WORKSITE LOCATION: INSCRIPTION HOUSE, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A
Days: MON - FRI Permanent: ☒
Hours: 8:00 AM - 5:00 PM Temporary: ☐ Duration: \$ 19,136.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Types a variety of materials from rough draft or detailed instructions, performs operations by calculating totals and subtotals; keeps logs, records, and simple bookkeeping ledgers; answers telephone, takes messages, maintains files according to established system, operates standard office equipment, such as xerox machine, calculator; may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School diploma or GED; and

Experience:

One (1) year of general office, public contact or related experience; or an equivalent combination of training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of modern office practices, procedures and equipment. Ability to type 40 words per minute, ability to do clerical work and learn office management and procedures; ability to spell correctly, use good English and make simple arithmetical computations; ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations

License/Certification Requirements:

PREFERRED: Valid State Vehicle Operator License.

Within 90 days of employment must obtain a CPR/First Aid card, Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99